

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Early Childhood, Career and Adult Education
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Paul F. Flinter, Chief

DATE: March 6, 2007

SUBJECT: Adult Education Operational Memorandum # 03-07

- Duties and Responsibilities
- Investing and Personal Finance Request for Proposal
- Performance Targets for Fiscal Year 2006-07
- State Grant Updates
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The Department of Education is pleased to welcome Susan Pierson to the adult education unit in the Bureau of Early Childhood, Career and Adult Education. Sue has a wealth of experience as a local practitioner and a state-level professional development specialist in adult education, especially with the National External Diploma Program. We wish her well and hope that you will extend to her your fullest cooperation and support.

Duties and Responsibilities

The duties and responsibilities for the consultants in the adult education unit have been adjusted. The revised responsibilities are available online at <http://www.ct.gov/sde> (click on Adult Education → Adult Education Overview → Staff Directory).

Investing and Personal Finance Request for Proposal

A new request-for-proposal titled *Investing and Personal Finance Education Programs in Public Secondary Schools* has been posted online at <http://www.ct.gov/sde> (click on Request for Proposals) and it is found under Career and Adult Education. The purpose of this grant is to develop an investing and personal finance education program to provide students with basic financial skills that will enable them to apply effective financial decision-making as they make the transition into post-secondary education. In addition, the grant will provide opportunities for students to explore career options in the financial field.

Adult High School Credit Diploma Programs are eligible to apply though programs are strongly urged to work in concert with their local high school(s) in responding to this RFP. The grant requires that teachers be certified in either Business and Finance Technology Education or Family Consumer Sciences. This is a wonderful opportunity to join a high-quality project and bring its benefits to learners in the adult credit diploma program. The deadline for this RFP is April 2, 2007.

The Department anticipates that there will be additional funding opportunities in the future that will focus on developing the financial literacy abilities of limited-English-proficient learners. Please notify Ajit Gopalakrishnan at (860) 807-2125 if you are partnering on a proposal.

Performance Targets for Fiscal Year 2006-07

The **final** performance targets for Fiscal Year 2006-07 are included in Connecticut's State Plan which is available at <http://www.sde.ct.gov/sde/lib/sde/pdf/deps/adult/accountability/stateplan2007.pdf>.

State Grant Updates

The Adult Education State Grant Revision Forms ED-245 and ED-245A for FY 2006-2007 are available online at <http://www.ct.gov/sde> (click on Adult Education → Legislation and Funding → State Grants). These revision applications are due to the Bureau **no later than Thursday, March 15, 2007**. Please include the **original ED-114 Budget Revision Form** that was mailed under separate cover. If you have misplaced the ED-114, please contact Gina Hoag at 860 807-2117.

The FY 2007-2008 Grant Application for Adult Education (ED-244) and the Supplemental Application for Adult Education Cooperating Eligible Entity (CEE) Grant (ED-244A) are also available online. These applications are due each year per state statute no later than April 15. Be sure to include with the submission of the ED-244 or ED-244A any new, revised or updated lease agreements. Because April 15 falls on a Sunday, state grant applications will be due to the Bureau by Monday, April 16, 2007. The preliminary support percentages for FY 2007-2008 are also available online. Please follow the guidelines and format in the **revised "Budget Buddy" (September 2006)** when completing the budget narrative pages of the grant applications. The format and guidelines referenced in the revised budget guide were designed to produce budget explanations that are detailed and accurate, yet consistent and concise to facilitate the reporting and review process.

PIP Continuation Application

The Program Improvement Projects (PIP) Continuation Application for July 1, 2007- June 30, 2008 (FY 2008) is available online at <http://www.ct.gov/sde> (click on Adult Education → Legislation and Funding → Federal Grants). If you are the recipient of a federally funded PIP grant, you will need to submit the application to the Bureau no later than May 4, 2007. Applications should be completed at the current FY 2007 funding levels.

Program Profile Report

The Program Profile report for Fiscal Year 2005-06 for each local provider of adult education will be finalized and published on the Department's Web site. All concerns that were reported by programs

either to the Department or to Computer Associates have been reviewed and addressed. The statewide profile report will also be published along with the local reports.

CASAS Competency Revalidation

At its January 2007 National Consortium meeting, the Comprehensive Adult Student Assessment System (CASAS) introduced possible changes to the CASAS Competency List including the addition of three new CASAS competency areas (two-digit indicators). CASAS is currently soliciting input and feedback in this process from practitioners around the country. These revisions will inform future test item development at CASAS.

Trainers at the Adult Training and Development Network will be discussing these changes, at a minimum, with the Program Facilitators at the regional meetings in March, and with the Math Study Group. If you would like to learn more about the proposed changes and offer your feedback, please contact Don Chao at dchao@crec.org.

Thank you.